

**CITY OF SANTA CLARA
HOUSING AND COMMUNITY SERVICES DIVISION**

**NEIGHBORHOOD CONSERVATION AND IMPROVEMENT PROGRAM
HOUSING REHABILITATION LOAN COMMITTEE**

**MINUTES OF MEETING
(SUBJECT TO COMMITTEE APPROVAL)
February 13, 2014 8:00 A.M.**

Committee Members Present: Teresa O'Neill Bianca Placencia
 Ken Wright Carmen Pascual

Staff Present: Kevin Riley, Director of Planning and Inspection
 Eloiza Murillo-Garcia, Acting Housing and Community
 Services Division Manager
 Stephanie Gutowski, Staff Analyst
 Kelvin Malko, Housing Inspector
 Brigitte Fox, Accountant

I. CONSENT CALENDAR

Items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Council, staff or public. If so requested, that item will be removed from the CONSENT CALENDAR and considered under CONSENT ITEMS PULLED FOR DISCUSSION.

- A. Minutes from October 10, 2013 were approved.
(Motion Approved 4-0.)

II. ITEMS FOR DISCUSSION

- A. Acceptance of NCIP Budget and Program Status updates.
Committee Member O'Neill suggested to continue to work with the Senior Center to assess the needs of Santa Clara seniors.
- B. 2014 Procedure Manual Discussion
Staff is proposing to put soft costs (engineering, design, and permitting) costs back into soft grants (not include in the \$2,500 limit). Staff noted that project management would become more efficient if soft costs were charged as soft grants. Procedure Manual language will be brought to the next meeting.

III ITEMS FOR ACTION

- A. Client Number 10036
Santa Clara St.

Motion: Approved an amount of \$33,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds

Motion approved (4-0)

- B. Client Number 10489
Chapman Ct.

Motion: Approved an amount of \$13,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds

Motion approved (4-0)

- C. Client Number 10123
Cunningham St.

Motion: Approved an amount of \$4,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (4-0)

- D. Client Number 10108
Triton Ct.

Motion: Approved an amount of \$7,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (4-0)

- E. Client Number 10490
Steinhart Ct.

Motion: Approved an amount of \$75,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (4-0)

- F. Client Number 10486
Magdalena Cir.

Motion: Approved an amount of \$45,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (4-0)

- G. Client Number 10494
Los Olivos Dr.

Motion: Approved an amount of \$19,000 plus a 10% contingency for identified work, 3% interest, and twenty year deferred payment. Subject to availability of program funds.

Motion approved (3-0-1 abstain)

H. Client Number 00240
Victoria Ave.

Motion: Approved extension of the 20 year deferred promissory note.
Motion approved (4-0)

I. Client Number 00400
Howell Ave.

Motion: Approved extension of the 20 year deferred promissory note.
Motion approved (4-0)

VI. OTHER BUSINESS

Discussion for next meeting: discuss the loan process through our homeowner's experience.

VII. ADJOURNMENT

Meeting was adjourned to next scheduled meeting on July 10, 2014 at 8:00 AM.